

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
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Reduction In Force System (RIF)

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 3
Reduction In Force System (RIF)



Latest Update Information

The Reduction In Force System (RIF) procedure (Title I, Chapter 20 Section 3) dated September 2004, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

This converted document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you are jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you are jumping to is in the lower part of the page, you will have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

For information about this publication, please contact Government Employees Services Branch at **504-426-1051** .

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About This Procedure

This procedure provides instructions for accessing and operating the Reduction In Force System (RIF). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Exhibits** section includes illustrations such as examples of forms, reports, and screens, or other graphic information.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Delete Successful</i> is displayed.
Field specifications are also printed in <i>italics</i> .	Number of Copies <i>Optional, numeric, 1 position</i> Key in the number of reports desired. If no entry is made, the system defaults to 1.
Data that is system generated or that you must key in exactly as shown is printed in <i>bold italics</i> .	Key in <i>A</i> .
Figure references are printed in bold and link the figures with the text.	The NFC banner screen (Figure 1) is displayed.
Optional actions at the end of a processing function are preceded by square bullets.	To cancel a job, press [PF9] .

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at the telephone number listed for your agency in Title V, Chapter 1, Bulletin 95-1, NFC Inquiry Telephone Numbers, dated May 26, 1995.

For access to the RIF system, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-426-1051** .

System Overview

The Reduction In Force System (RIF) procedure provides instructions for accessing and using RIF. This procedure also illustrates and describes each report available through RIF.

RIF is an online, report generator system that produces retention registers. Retention registers provide a list of competing employees within a competitive level who are grouped by tenure, veteran preference, and length of service augmented by performance credit. The retention registers are sorted by grade, tenure group, and service computation date (SCD) into competitive levels using the following services:

- Appointing authority within the excepted service
- Type of work schedule
- Grade or pay band
- Occupational series
- Pay schedule
- Supervisory code

The information on the retention registers is obtained from the Payroll/Personnel System data base to provide current and future personnel data according to user-specified selection criteria. For detailed information about retention registers, see the Code of Federal Regulations, 5 CFR 351.404.

Retention registers are categorized into three Competitive Level Codes.

- A - All competitive level codes
- F - Agency-selected competitive level codes
- D - Agency-selected certain occupational series and grades

Each agency establishes competitive areas and competitive levels in accordance with the guidelines as they are defined in the Code of Federal Regulations. Competitive area refers to the organizational and geographical boundaries in which employees compete in a RIF. Competitive level refers to a group of positions in the same grade and classification series that have similar duties and other requirements. For detailed information about competitive areas and levels, see the Code of Federal Regulations, 5 CFR 351.402 and 3.

RIF consists of seven screens used for entry of data to produce retention registers. The remaining screens are used for viewing, printing, and canceling a report. The seven screens are:

- JCL Entry screen
- Selection Criteria (Organizational Structure) screen
- Selection Criteria (2) (Duty Station) screen
- Notice To Remove screen

- Notice To Demote screen
- Selection Criteria (3) (Competitive Level Code) screen
- Selection Criteria (4) (Occupational Series) screen.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access RIF, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 8**) on your terminal. Then respond to the prompts as follows:

```

=====
== 01/24/98          SNAMOD2          T3138E0D          PF1=HELP  ==
=====
==              NN      NN      FFFFFFFF      CCCCCCCC      ==
==              NNN     NN      FFFFFFFF      CCCCCCCC      ==
==              NNNN    NN      FF              CC              ==
==              NN NN NN      FFFFFFFF      CC              ==
==              NN  NNNN      FFFFFFFF      CC              ==
==              NN   NNN      FF              CCCCCCCC      ==
==              NN    NN      FF              CCCCCCCC      ==
== =====
==              National Finance Center      =====
==              Office of the Chief Financial Officer      ==
==              United States Department of Agriculture      ==
==              =====
==              For Authorized Use Only
==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD =
==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR NFC MENU
=====

```

Figure 8. NFC Banner Screen

Enter User ID

Required, alphanumeric field, 8 positions max.

Key in your assigned user ID (e.g., **NF999**). [Tab] to the next prompt.

Password

Required, alphanumeric, 6 to 8 positions

Key in your password. Your password is not displayed on the screen. **[Tab]** to the next prompt.

New Password

Alphanumeric, 6 to 8 positions

If your current password expires, key in a new password. You may change your password at any time but not more than once a day. **[Tab]** to the next prompt.

Enter Application Name

Required, alpha, 9 positions max.

Key in **TSO** and press **[Enter]**. The MS0183 screen (**Figure 9**) is displayed indicating logon/signon is in progress except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed.

```
MS0183  - LOGON/SIGNON IN PROGRESS. PLEASE WAIT.
```

Figure 9. MS0183 Screen

Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 10**) is displayed. Press **[Enter]**.

```
=====
== 01/24/98      SNAMOD2      NFC MENU      T3138E0D      10:49:06 CT  ==
=====
==
== SELECT ONE:
==
== 1. PAYROLL/PERSONNEL SYSTEMS
== 2. FINANCIAL INFORMATION SYSTEMS
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
== 4. ADMINISTRATIVE INFORMATION SYSTEMS
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
== 8. DIRECTIVES BULLETIN BOARD
== ENTER APPLICATION NAME OR SELECTION NUMBER ==>ABCOINQ      PF11 = EXIT
=====
==                               MESSAGE BOARD
=====
```

Figure 10. NFC Menu

The MS0183 is displayed momentarily, then the Ready prompt screen (**Figure 11**) is displayed.

```
TSS7000I NF443 Last-Used 29 Nov 94 15:51 System=SYSB Facility=NCI
TSS7001I Count=11943 Mode=Fail Locktime=None Name=Jane Doe
NF999 LOGON IN PROGRESS AT 15:51:52 ON NOVEMBER 29, 19XX
NO BROADCAST MESSAGES
TIME-03:52:16 PM. CPU-00:00:00 SERVICE-1354 SESSION-00:00:20 NOVEMBER 29,19XX
READY
RIF
```

Figure 11. Ready Prompt Screen

Key in **RIF** and press **[Enter]**. The RIF banner screen (**Figure 12**) is displayed momentarily, and there is a slight delay before the JCL entry screen is displayed.

Note: Do not press any keys during the delay period.

```
NNNNNNNN  FFFFFFFF  CCCCCCCC
NN      NN      FF      CC
NNNNNNNN  FF      CCCCCC
NN      NN      FF      CC
NN      NN  FFFFFFFF  CC

* PLEASE WAIT FOR THE RIF REPORT SCREEN *
```

Figure 12. Ready Prompt Screen

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994).

Instructions follow for using RIF.

Sign-Off

To exit RIF, press **[PF]** at any screen. The Confirm Cancellation screen (**Figure 13**) is displayed.

```

CONFIRM CANCELLATION

=====

If the cancel command is processed at this point, all selection
criteria entered up to this point will be lost and no job will be
submitted.

Do you wish to continue with the cancel command? (Y/N):  Y
  
```

Figure 13. Confirm Cancellation Screen

Key in **Y** to cancel the job and exit the system. Press **[Enter]**. The RIF Session Ended screen (**Figure 14**) is displayed.

```

***** RIF SESSION ENDED *****

READY
bye
NFC03 LOGGED OFF TSO AT 10:52:42 ON JANUARY 25, 1996
*****
  
```

Figure 14. RIF Session Ended Screen

Key in **bye** and press **[Enter]**. The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated.

Canceling A Job

To cancel a job before it is executed, press **[PF9]** at any screen. The Confirm Cancellation screen (**Figure 13**) is displayed. Key in **Y** and press **[Enter]**. The Ready prompt is displayed. For instructions about exiting the system, see **Sign-Off** instructions previously mentioned.

If you do not want to cancel the report, key in **N** at the **Y/N** prompt on the Confirm Cancellation screen. If no entry is made, the system defaults to **N**. Press **[Enter]**. The previous screen is displayed.

Operating Features

This section describes the system's basic operating features and provides instructions for using the system.

System Design

The JCL Entry screen displays first when RIF is accessed. This screen must be completed to produce a RIF or retention register. Completion of the remaining screens depends on the competitive level code entered. All screens are displayed though completion may not be required. You must scroll forward to display the screen for the competitive level entered. RIF does not allow reverse scrolling. If you inadvertently bypass a required screen, press **[PF9]** to cancel the job (see **Canceling a Job**). At the *Ready* prompt key in **RIF** to display the JCL Entry screen.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated.

Help Screens

Help screens are available for all entry fields displayed on the screens. To obtain a Help screen, press **[PF5]**. The Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press **[Enter]** to return to the previous screen.

Function Keys

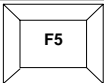
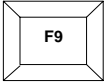
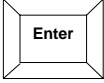
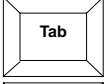
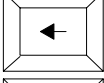
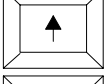
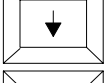

Your keyboard includes :

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system
- Other function keys (**[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in RIF are displayed at the top of each screen. Descriptions are provided below:

Function Keys

Key	Description
	Used to display a Help screen.
	Used to cancel the report request.
	Used to process data and to scroll forward.
	Used to move the cursor from one field to the next.
	Used to move the cursor to the left from position to position within a field.
	Used to move the cursor up from line to line.
	Used to move the cursor down from line to line.
	Used to move the cursor down from line to line.

RIF Menu

After accessing RIF, the JCL (Job Control Language) Entry screen (**Figure 15**) is displayed.

```
JCL ENTRY                                     (PF5=HELP )
                                           (PF9=CANCEL)
=====

USER IDENTIFICATION :

PRINTER              :

SYSTEM OUTPUT CLASS : A

NUMBER OF COPIES     : 1
```

Figure 15. JCL Entry Screen

RIF consists of seven screens used for entry of data to produce RIF and retention registers. The remaining screens are used for viewing, printing, and canceling a report. Each RIF screen is defined below.

JCL Entry Screen (Figure 15). Used to establish the JCL requirements for the report.

Selection Criteria (Organizational Structure) Screen (Figure 16). Used to specify the appropriate organizations to be included in the report.

Selection Criteria (2) (Duty Station) Screen (Figure 17). Used to specify the appropriate geographic area of the report.

Notice To Remove Screen (Figure 18). Used to enter the social security numbers of employees who have received a Notice of Decision to Remove based on an unacceptable performance.

Notice To Demote Screen (Figure 19). Used to enter the social security numbers of employees who have received a Notice of Decision to Demote.

Selection Criteria (3) (Competitive Level Code) Screen (Figure 20). Used to enter competitive level codes. This code identifies positions so alike as to be interchangeable during a reduction-in-force.

Selection Criteria (4) (Occupational Series) Screen (Figure 21). Used to enter the competitive levels in terms of occupational series and grade.

Entry instructions for each screen are provided below:

Entering Data At The JCL Entry Screen

At the JCL Entry screen (**Figure 15**), complete the fields as follows:

User Identification	<i>Required, alphanumeric, 15 positions max.</i> Key in the user's name or other information to identify the report destination.
Printer	<i>Required, alphanumeric, 16 positions max.</i> Key in the printer identifier where the report is to be printed.
System Output Class	<i>Required, alpha, 1 position</i> Key in A to generate a hard copy at the designated printer or X to hold output for viewing at the terminal.

Note: To view a report at the terminal in the Interactive System Productivity Facility (ISPF), you must change the job name at the Jobname prompt on the JES-Master Selection Panel screen to RIFR05 for U.S. Department of Agriculture users, RIFR07 for the Department of the Treasury users, and RIFR06 for all other users. For instructions on viewing a report before printing, see the ISPF procedure, Title VI, Chapter 2, Section 2.

Number of Copies	<i>Optional, numeric , 1 position</i> Key in the number of copies needed (1–5). If no entry is made, the system defaults to 1 .
-------------------------	--

After completing the applicable fields, press **[Enter]**. The Selection Criteria (Organizational Structure) screen (**Figure 16**) is displayed.

```

SELECTION CRITERIA                                     (PF5=HELP  )
                                                         (PF9=CANCEL)
=====
REQUEST NUMBER :                                     SUPERVISORY SORT (Y/N):
AS OF DATE      :      /      /                     FREEZE DATE:      /      /

ORGANIZATIONAL STRUCTURE:

From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:
From:                                                  To:

```

Figure 16. Selection Criteria (Organizational Structure) Screen

Entering Data At The Selection Criteria (Organizational Structure) Screen

At the Selection Criteria (Organizational Structure) screen (**Figure 16**), complete the applicable fields as follows:

Request Number	<i>Optional, alphanumeric, 3 positions max.</i> Key in the applicable report request number. This number is assigned by the agency and can be used to monitor the retention register requests.
Supervisory Sort (Y/N)	<i>Required, alpha, 1 position</i> Key in Y to request that the report be sorted by the position supervisory code; key in N to indicate that the report not be sorted by the position supervisory code. If no entry is made, the system defaults to N .
As Of Date	<i>Required, numeric, 6 positions</i> Key in the effective date (MMDDYY) of the RIF. The register will project the data at that time, adjusting for conversion to career status, and not-to-exceed dates associated with details, temporary appointments, and temporary promotions.
Freeze Date	<i>Optional, numeric, 6 positions</i> Key in the cutoff date (MMDDYY) for selection of performance evaluation data if the date is different from the RIF As Of Date field. If no entry is made, the system defaults to the RIF as of date.
From	<i>Required, numeric, 18 positions</i> Key in the beginning organizational structure code. A maximum of 10 organizational structure codes may be entered. Note: All or part of the organizational structure code may be entered. At least the first level of an organizational structure code is required. Trailing zeros need not be entered.
To	<i>Optional, numeric, 18 positions</i> Key in the ending organizational structure code to specify a range of organizations or leave blank to specify an individual organization. A maximum of 10 organizational structure codes may be entered.

After completing the applicable fields, press **[Enter]**. The Selection Criteria (2) (Duty Station) screen (**Figure 17**) is displayed.

SELECTION CRITERIA (2)

(PF5=HELP)
(PF9=CANCEL)

=====

SUBMITTING OFFICE NUMBER :
STANDARD METRO STATISTICAL AREA :
SPECIAL COMPETITIVE AREA :

DUTY STATION :

From : To:
From : To:
From : To:
From : To:
From : To:

COMPETITIVE LEVEL CODE (A/F/D) :

Figure 17. Selection Criteria (2) (Duty Station) Screen

Entering Data At The Selection Criteria (2) (Duty Station) Screen

At the Selection Criteria (2) (Duty Station) screen (**Figure 17**), complete the applicable fields as follows:

Submitting Office Number	<i>Optional, numeric, 4 positions</i> Key in the submitting office number (personnel office identifier).
Standard Metro Statistical Area	<i>Optional, numeric, 4 positions</i> Key in the standard metropolitan statistical area code. For valid codes, see Table Management System (TMGT) Table 026, Standard Metropolitan Statistical Area.
Special Competitive Area	<i>Optional, numeric, 2 positions</i> For use by Department of Commerce only. Key in the agency-assigned character that identifies the competitive area. To limit your report to a certain competitive area within a larger geographical area, key in the competitive area code.
From	<i>Optional, numeric, 9 positions max.</i> Key in the beginning duty station(s) to be included in the report. All or part of the duty station may be entered. The minimum entry is the state code. A maximum of 5 entries may be made.

To *Optional, numeric, 9 positions max.*
Key in the ending duty station(s) to specify a range of duty stations or leave blank to specify an individual duty station.

Competitive Level Code (A/F/D) *Required, alpha, 1 position*
Key in **A**, **F**, or **D** according to the type of information desired on the report.
Valid values are:

- A** All competitive level codes
- F** Agency-selected competitive level codes
- D** Agency-selected certain occupational series and grades

If **A** is entered, the Notice To Remove screen (**Figure 18**) is displayed.

If **F** is entered, the Selection Criteria (3) (Competitive Level Code) screen (**Figure 20**) is displayed.

If **D** is entered, the Selection Criteria (4) (Occupational Series) screen (**Figure 21**) is displayed.

Entering Data At The Notice To Remove Screen

If **A** is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Notice To Remove screen (**Figure 18**) is displayed.

NOTICE TO REMOVE

(PF5=HELP)
(PF9=CANCEL)

=====

SOCIAL SECURITY NUMBERS :

-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Figure 18. Notice To Remove Screen

Complete the applicable fields as follows:

Social Security Numbers *Required, numeric, 9 positions*

Key in the social security number (SSN) of employees who have received a Notice of Decision to Remove based on an unacceptable performance. A maximum of 20 SSN's may be entered.

The system will not list these employees in the competitive level retention registers, but on a separate page at the end of the report.

After completing the fields, press **[Enter]**. The Notice To Demote screen (**Figure 19**) is displayed

- To cancel a job or exit the system, press **[PF9]**.

```

NOTICE TO DEMOTE                                     (PF5=HELP  )
                                                    (PF9=CANCEL)
=====
SOCIAL SECURITY NUMBER      :      -      -

*** POSITION DEMOTED TO ***

MASTER RECORD              :
GRADE                      :
INDIVIDUAL POSITION         :
PAY PLAN                   :
OCCUPATIONAL SERIES        :
COMPETITIVE LEVEL          :
ORGANIZATIONAL STRUCTURE   :
DUTY STATION               :
  
```

Figure 19. Notice To Demote Screen

Entering Data At The Notice To Demote Screen

At the Notice To Demote screen (**Figure 19**), complete the applicable fields as follows. Complete all fields before pressing **[Enter]**.

Note: For help in completing these fields, see Title I, Payroll/Personnel Manual, Chapter 3, Position Management System (PMSO).

Social Security Number *Required, numeric, 9 positions*

Key in the social security numbers of employees who have received a Notice of Decision to Demote.

Note: The system will list these employees on the competitive level retention register for the position they are demoted to.

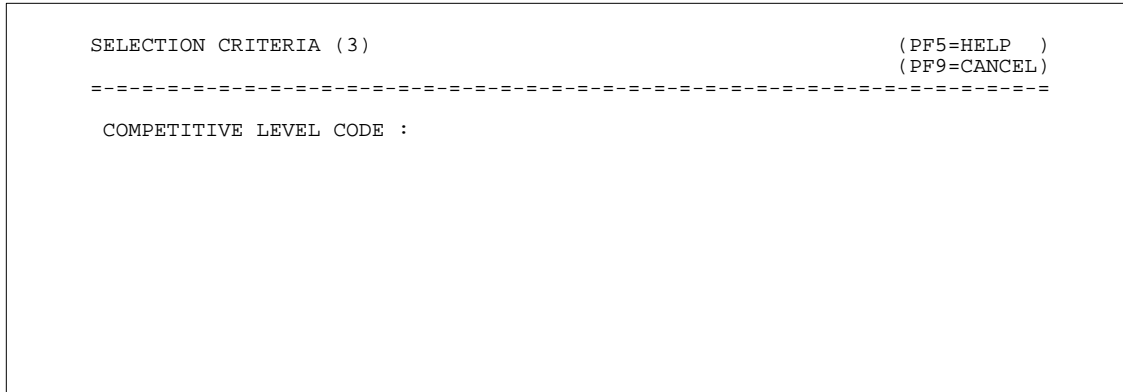
Master Record	<p><i>Required, alphanumeric, 6 positions</i></p> <p>Key the master record number assigned by the agency.</p>
Grade	<p><i>Required, numeric 2 positions</i></p> <p>Key in the master record grade level. If the grade is a single digit (1-9), it must be prefixed with a 0 (zero).</p>
Individual Position	<p><i>Required, alphanumeric 8 positions</i></p> <p>Key in the individual position number assigned by the agency.</p>
Pay Plan	<p><i>Required, alphanumeric, 2 positions</i></p> <p>Key in the applicable pay plan. For valid pay plans, see TMGT Table 025, AD-350 (Personnel Block and Description).</p>
Occupational Series	<p><i>Required, numeric, 4 position</i></p> <p>Key in the applicable occupational series code. For valid occupational series codes, see TMGT Table 018, Occupational Series Alpha Description.</p>
Competitive Level	<p><i>Required, alphanumeric, 4 positions</i></p> <p>Key in the competitive level of the position. This field identifies positions so alike as to be interchangeable during a reduction-in-force.</p>
Organizational Structure	<p><i>Required, numeric, 4 positions</i></p> <p>Key in the first four levels of the organizational structure code for the position the employee is being demoted to. For a list of valid codes, see TMGT Table 005, Agency Organizational Structure.</p>
Duty Station	<p><i>Required, alphanumeric , 9 positions (state=2, city=4, county=3).</i></p> <p>Key in the state, city, and county codes for the position the employee is being demoted to. See the GSA Worldwide Geographic Location Code Guide for valid location codes. If the position is located outside of the fifty states, key in the 2-digit alpha country code in the state portion of the field and 3 zeros (000) in the county position of the field. For a list of valid codes, see TMGT Table 016, Geographical Location Codes With Names. If the geographical locator code is not found, contact the appropriate agency personnel for assistance.</p>

After completing the fields, press **[Enter]**. The Notice To Demote screen is displayed again for entry of another social security number. A maximum of 50 SSN's may be entered. If there are no other SSN's, press **[Enter]**. The RIF Session Ended screen (**Figure 14**) is displayed. Key in *bye* and press **[Enter]**.

- To cancel a job or exit the system, press **[PF9]**.

Entering Data At The Selection Criteria (3) (Competitive Level Code) Screen

If **F** is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Selection Criteria (3) (Competitive Level Code) screen (**Figure 20**) is displayed.



```
SELECTION CRITERIA (3)                                (PF5=HELP )
                                                         (PF9=CANCEL)
=====
COMPETITIVE LEVEL CODE :
```

Figure 20. Selection Criteria (3) (Competitive Level Code) Screen

Complete the field as follows:

Competitive Level Code *required, alphanumeric, 4 positions max.*

This code identifies positions so alike as to be interchangeable during a reduction-in-force. Key in up to 10 agency-assigned competitive level codes. Press **[Tab]** if less than 4 positions are used. Press **[Enter]**.

The Notice to Remove screen (**Figure 18**), is displayed. If there are no SSN's, press **[Enter]**. The Notice to Demote screen (**Figure 19**) is displayed. If there are no entries, press **[Enter]**. The report selection is complete. The RIF Session Ended screen (**Figure 14**) is displayed. Key in **bye** and press **[Enter]**.

- To cancel a job or exit the system, press **[PF9]**.

Entering Data At The Selection Criteria (4) (Occupational Series) Screen

If **D** is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Selection Criteria (4) (Occupational Series) screen (**Figure 21**) is displayed.

SELECTION CRITERIA (4)

(PF5=HELP)
(PF9=CANCEL)

=====

OCCUPATIONAL SERIES :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

GRADE :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

From :

To :

Figure 21. Selection Criteria (4) (Occupational Series) Screen

Complete the applicable fields as follows:

Occupational Series

- From

Required, numeric, 4 positions

Key in the beginning occupational series code. A maximum of 10 occupational series codes may be entered.
- To

Required, numeric 4 positions

Key in the ending occupational series code to specify a range of occupations or leave blank to specify an individual occupation. A maximum of 10 occupational series codes may be entered.
- Note: 0000 is not a valid entry.

Grade

- From

Required, numeric, 18 positions

Key in the beginning grade. A maximum of 10 grades may be entered.
- To

Required, numeric, 18 positions

Key in the ending grade to specify a range of grades or leave blank to specify an individual grade. A maximum of 10 grades may be entered.

After completing the fields, press **[Enter]**. The Notice To Remove screen (**Figure 18**) is displayed. If there are no SSN's, press **[Enter]**. The Notice to Demote screen (**Figure 19**) is displayed. If there are no entries, press **[Enter]**. The report selection is complete. The RIF Session Ended screen (**Figure 14**) is displayed. Key in **bye** and press **[Enter]**.

- To cancel a job or exit the system, press **[PF9]**.

Exhibits

This sections presents the following topics:

[Competitive Level Retention Register For Competing \(And Non-Competing\) Employees
\(Competitive Level A\)](#)

[Report Of Items Used In Selection Of RIF Registers \(Competitive Level A\)](#)

[Competitive Level Retention Register For Competing \(And Non-Competing\) EmployeesJ\)
\(Competitive Level F\)](#)

[Report Of Items Used In Selection Of RIF Registers \(Competitive Level F\)](#)

[Competitive Level Retention Register For Competing \(And Non-Competing\) Employees
\(Competitive Level D\)](#)

[Report Of Items Used In Selection Of RIF Registers \(Competitive Level D\)](#)

1. Competitive Level Retention Register For Competing (And Non-Competing) Employees (Competitive Level A)

Report Number: RIFR0501

Brief Description: Provides a list of competing and non-competing employees in order of seniority for purposes of reduction-in-force. This report includes all competitive level codes and is sorted by department, agency, geographic code, headquarter/field code, competitive area, duty station, position status-CSC, appointing authority, tour-of-duty, grade, series, pay plan, competitive level code, supervisory code (optional sort), tenure group, veterans preference, and SCD RIF date.

Report Updated: After the Personnel Edit Subsystem (PINE) is executed.

REPORT NO: RIFR0501		COMPETITIVE LEVEL RETENTION REGISTER FOR COMPETING EMPLOYEES					RUN DATE XX/XX/XX		PAGE: 000014	
AS OF XX/XX/XX										
OFFICE OF FINANCE & MGT. COMPETITIVE SERVICE					FULL-TIME					
PERFORMANCE		APPT	PAY PLAN		COMP LVL	N A M E		ID NO	ORGANIZATION CODE	
TENURE	ADJUSTED	LIMIT	SUPV	SERIES	O F F I C I A L T I T L E	MASTER MR	ORGANIZATION DESCRIPTION			
GROUP	SCD-RIF (CONV DATE)	CODE	GRADE	SCD-RIF	PERS RTGS CD-MO/YR	INDIVL IP	DUTY STATION	CITY AND STATE	H/F	CD
1B	10/23/63		8	GS 1084 05 43	JOHN DOE	S80036	90	00 20 0020	15	00
VIS INF SPECLST						00005484				
10/23/75 F-12/88 F-12/87 P-03/89										
COMPETITIVE LEVEL REGISTER FOR NON-COMPETING EMPLOYEES										
* 08	01/16/90		8	GS 1084 05 43	MARY JANE	S89067	90	00 20 0020	15	00
VIS INF SPECLST						00007912				
00/00/00										
* EMPLOYEE ON DATE,HOURS,DAYS										
DOLLAR LIMITED APPNT.										

2. Report Of Items Used In Selection Of RIF Registers (Competitive Level A)

Report Number: RIFR0504

Brief Description: Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes all competitive level codes and is summarized by organizational structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

Report Updated: After the Personnel Edit Subsystem (PINE) is executed.

REPORT NO: RIFR0504			REPORT OF ITEMS USED IN SELECTION OF RIF REGISTERS				RUN DATE XX/XX/XX		
AS OF XX/XX/XX									
C O M P E T I T I V E A R E A					C O M P E T I T I V E L E V E L				
O R G A N I Z A T I O N A L S T R U C T U R E					C O M P E T I T I V E		O C C U P A T I O N A L		GRADE
LEVEL	FROM		TO		USED	USED	FROM	TO	USED
USED									
90	00	20	0020:		YES	ALL	YES		
SON NO: 5317					YES	N O T I C E T O R E M O V E			
S M S A N O :									
SPEC-COMP-AREA 1					SS.NO.	USED	SS.NO.	USED	
SPEC-COMP-AREA 2									
G E O G R A P H I C L O C A T I O N									
FROM					TO				

3. Competitive Level Retention Register For Competing (And Non-Competing) EmployeesJ) *(Competitive Level F)*

Report Number: RIFR0501

Brief Description: Provides a list of competing and non-competing employees in order of seniority for purposes of reduction-in-force. This report includes agency-selected competitive level codes and is sorted by department, agency, geographic code, headquarter/field code, competitive area, duty station, position status-CSC, appointing authority, tour-of-duty, grade, series, pay plan, competitive level code, supervisory code (optional sort), tenure group, veterans preference, and SCD RIF date.

Report Updated: After the Personnel Edit Subsystem (PINE) is executed.

REPORT NO: RIFR0501										COMPETITIVE LEVEL RETENTION REGISTER FOR COMPETING EMPLOYEES										RUN DATE XX/XX/XX										PAGE:																																																																																																			
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TENURE										ADJUSTED										LIMIT										SUFV										SERIES										O F F I C I A L T I T L E										MASTER MR										ORGANIZATION DESCRIPTION																																																											
GROUP										SCD-RIF (CONV DATE)										CODE										GRADE										SCD-RIF										PERS RTGS CD-MO/YR										INDIVL IP										DUTY STATION CITY AND STATE																																																											
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4. Report Of Items Used In Selection Of RIF Registers (Competitive Level F)

Report Number: RIFR0504

Brief Description: Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes agency-selected competitive level codes and is summarized by organizational structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

Report Updated: After the Personnel Edit Subsystem (PINE) is executed.

REPORT NO: RIFR0504			REPORT OF ITEMS USED IN SELECTION OF RIF REGISTERS				RUN DATE XX/XX/XX			
COMPETITIVE AREA			AS OF XX/XX/XX			COMPETITIVE LEVEL				
ORGANIZATIONAL STRUCTURE			COMPETITIVE LEVEL			OCCUPATIONAL SERIES			GRADE	
LEVEL	FROM	TO	USED	USED	FROM	TO	USED	FROM	TO	
USED										
90	00	20	0020:	YES	ALL	YES				
			SON NO: 5317	YES	NOTICE TO REMOVE					
			SMSA NO.							
			SPEC-COMP-AREA 1		SS.NO.	USED	SS.NO.	USED		
			SPEC-COMP-AREA 2							
			GEOGRAPHIC LOCATION							
			FROM	TO						

6. Report Of Items Used In Selection Of RIF Registers (Competitive Level D)

Report Number: RIFR0504

Brief Description: Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes agency-selected occupational series and grades and is summarized by organizational structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

Report Updated: After the Personnel Edit Subsystem (PINE) is executed.

REPORT NO: RIFR0504										REPORT OF ITEMS USED IN SELECTION OF RIF REGISTERS										RUN DATE XX/XX/XX																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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